

Finance and Labor Relations Committee

Regular Meeting

Thursday, November 5, 2020 at 6:00 p.m.

Due to the COVID 19 orders of social distancing this meeting was held virtually at: <https://meet.google.com/ctf-zfdm-ojz> and with the option to call 478-352-1618 and enter pin 504 283 662#

MINUTES

- 1) **Call to order.** Cole called the meeting to order at 6:00 pm.
- 2) **Roll Call:** Members present: Alderpersons Rick Cole, Joy Morrison and Dianne Duggan. Others present: Mayor William Hurtley, City Administrator/Finance Director Ian Rigg, Community Development Director Jason Sergeant and Treasurer/Utility Accountant Julie Roberts.
- 3) **Approval of Agenda.** Duggan made a motion, seconded by Morrison to approve the agenda as presented. Motion approved 3-0.
- 4) **Minutes.** Rigg pulled up the minutes from the previous meeting as this was not included in the packet. Duggan made a motion, seconded by Morrison to waive the reading of the minutes of the October 8, 2020 meeting and to approve them as presented. Motion approved 3-0.
- 5) **Citizen appearances.** None.
- 6) **New Business:**
 - a) **Motion to approve the temporary pay increase for Leah Hurtley as acting Deputy Clerk.** Morrison made a motion, seconded by Duggan to approve the temporary pay increase for Leah Hurtley as acting Deputy Clerk. This is due to Hurtley assuming Deputy Clerk duties after the previous employee left in August. Motion approved 3-0 on roll call vote.
 - b) **Executive Search Proposals.** The proposals for the City Administrator search and Wage study were both reviewed. Rigg went over some the options and discussion took place regarding any previous experience with the firms. The committee suggested forwarding the proposals from Gov HR, SGR and Baker Tilly on to Common Council.
 - c) **Wage Study proposals**
See item 6b.
- 7) **City Administrator/Finance Director Report.**
Rigg discussed how he has been spending his last few weeks as well as the reassigning of some duties and moving of files.

Discussion and motion to recommend Resolution 2020-22, Adopting 2021 Operating and Capital Budget and Setting Tax levies. Rigg reviewed his budget update as follows.

This is an overview of changes from the Budget Presentation to Common Council on October 13 2020. We started with approximately \$35,000 in spending from the General Fund Unrestricted Cash Reserve. This is typically not ideal expect for emergencies or

capital planning. The high request amount in Capital made the use of the funds justifiable because the amount was too steep to cut without more deferrals in Capital or other significant changes in operations.

State Aid for transportation came in \$22,000 greater than expected leaving about \$13,000 remaining in reserve spending. At this point the ability to make up the difference in the budget became easier. I started with conservative estimates on revenues and expenses. The previously planned reserve spend down is now gone leaving reserves available for unforeseen problems in 2021 and beyond. There will always be some fund lines going over budget and others staying under budget. The key is to have some reserve money untouched if throughout the year these changes cannot come into balance at the end of the year.

Revenues

- “General Aid for Transportation” from the State is \$22,000 more.
- “Building Permit Revenue” increased another \$5,000 assuming a price change on certain permits that are time consuming and matching other nearby municipal rates.
- Increased street opening permit revenue by \$500 to match last few years.
- Increased zoning review revenue by \$1000 to match last year’s amount assuming also a small increase in the rates.
- Increase of \$1,550 in internment revenue for the Cemetery (well under 2020 projection, at 2017 actuals, and slightly above 2019 numbers).
- Increase of \$1,800 in property sales knowing some of the DPW and Police equipment purchases some old inventory will be auctioned off.
- No increase was added for field rentals, however Park Board and Council should consider readjusting field rentals for seasons and events, especially the use of the lights.

\$100 Cuts to Expenses

I made over a dozen \$100 cuts to various fund lines across all general fund impacted departments.

Larger Cuts

- In General Government I cut \$500 in expenses for Building Maintenance looking at the current spending in 2020 and the reduction of contracted services performing the cleaning/maintenance in 2021.
- In Municipal Court I cut \$500 in expenses related to court fine transactions. With less in revenue in fines there is also less in expense in these transactions.
- In Police I cut \$1,000 in professional services due to trends in use of City Attorney on various matters.

Current Balance

We are at our target of staying at \$8.000 per \$1,000 of assessed value. Our General Fund Unrestricted Cash Reserve balance is untouched but still available if there are any last minute cuts in aid from the State and any other unforeseen issues.

Referendum Outcomes

The Budget is balanced with the intent of operating the Pool and Park Store in 2021. If Option #3 is the majority opinion of the public, the Capital Fund will be greatly reduced

in the final budget presentation. Additionally the Council (with advice from Park Board and Finance) will have to determine if there are continued pool operations in 2021. Does the Council want to continue operations with minor patches and repairs for the next few seasons until it can no longer function; or make \$52,000 available to the general fund and capital levy in 2021 and future years? Moved by Duggan, seconded by Morrison to recommend Resolution 2020-22, Adopting 2021 Operating and Capital Budget and Setting Tax levies. Motion carried 3-0 on roll call vote.

8) **Unfinished business:** None.

9) **Meeting Discussion:** The next regular meeting will be held virtually December 3, 2020 at 6:00 p.m.

10) **Adjourn:** Moved by Duggan seconded by Morrison to adjourn at 8:23p.m.. Motion passed 3-0 at pm.

Respectfully Submitted
Julie Roberts – Treasurer/Utility Accountant